



Project Manager, Asset Management

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a motivated professional to support the operations of the Infrastructure division.

Reporting to the Director of Infrastructure Services, this position is responsible for leading successful asset management programs for core and non-core municipal assets. The role will develop policy, standards, best practices, service-levels standards, life-cycle analysis, and other aspects necessary to support effective, fact-based, and timely decision making. The individual will champion and enable asset management maturity and related technology improvements across the organization.

Duties and responsibilities:

- Defines, leads, and ensures the development, implementation, and update of the Town's asset management program to maximize asset lifecycle benefits, support the defined service level, and enable fact-based corporate decision-making.
- Supervises, collects and maintains the asset data collection and update to ensure data integrity, ease of collection, dissemination, and usability across many corporate businesses.
- Builds and maintains a consolidated and integrated asset data management system and its associated assessment tools.
- Supervises and conducts infrastructure inspections such as road needs studies, bridge assessments, asset condition assessments, modeling, and other research, to gather, organize, compile, and maintain data on municipal infrastructure assets.
- Uses current tender and other financial data to update records and improve budget forecasting/planning.
- Works in collaboration with department managers to review inventory of all assets, identify data gaps and prioritize work to fill data gaps as required.
- Works with individual departments to develop and maintain asset condition and replacement index for individual assets based on the information, inspections and maintenance repair history for rehabilitation/replacement needs for all assets.
- Supervises, prepares and supports the development of a robust, transparent, and defensible operational/capital investment plan across all service areas by linking level of service targets, asset performance, and risk assessment.
- Works in collaboration with the respective department managers to prepare, review and administer tenders, RFPs, technical specifications, contract documents related to asset management initiatives and contracts.
- Directs, guides, coaches staff including performance development, planning, training, problem solving, safety and customer service.
- Responds to political and public inquiries related to the asset management function and its support systems.
- Builds synergistic working relations with other Town staff, departments, other municipalities, provincial and federal agencies, first nations, and other stakeholders to identify and leverage opportunities.
- Monitor asset management and technology research, trends and developments with a focus on making recommendations to improve asset management processes/practices.
- Prepare and present reports to senior management and Council on any and all issues pertaining to asset management.

Key Competencies and Qualifications:

- Degree in Engineering, Commerce or equivalent field.
- Certification in Asset Management is preferred.
- Five years demonstrated experience in asset management, developing asset management plans, their strategic applications, and budget support.
- Previous experience in operations planning, capital projects delivery, GIS, and financial analysis.
- Supports a work environment characterized by teamwork, staff empowerment, customer service, performance, innovation, creativity, integrity and respect.
- Excellent interpersonal, customer service, administration, organizational and technical skills.
- Proven presentation skills delivered to a variety of audiences including presentations to council.
- Highly developed analytical and problem solving skills with exceptional written and verbal communication.
- Must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$81,158 to \$101,447 (2024 rates) based on a 35 hour work week, plus a competitive benefit package and the option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is June 25, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.